



## CALIFORNIA HEALTH AND HUMAN SERVICES AGENCY CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	CALIFORNIA HEALTH AND HUMAN SERVICES AGENCY	<b>RELEASE DATE:</b>	Wednesday, January 3, 2007
<b>POSITION TITLE:</b>	Assistant Secretary, Children's Services, Program and Fiscal Affairs	<b>FINAL FILING DATE:</b>	Wednesday, January 17, 2007 <i>or until filled</i>
<b>CEA LEVEL:</b>	CEA 3	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 5,970.00 - \$ 9,164.00 / Month	<b>BULLETIN ID:</b>	01022007_3

### POSITION DESCRIPTION

The Assistant Secretary for Children's Services reports to the Deputy Secretary, Program and Fiscal Affairs. The position serves as a member of the Secretary's Executive Staff. The position formulates, analyzes, revises, interprets, and evaluates public child welfare program and fiscal policies and to coordinate and support the activities of the California Child Welfare Council (Council). Chapter 384, Statutes of 2006 (Assembly Bill 2216) established the Council within the California Health and Human Services Agency (Agency) to act as an advisory body responsible for improving collaboration and processes of multiple agencies and courts to improve outcomes for children and youth in out-of-home placements. The Assistant Secretary will direct the operational support of the Council, including collaboration with many governmental and non-governmental agencies that serve children, youth, and families, and will delegate assignments to staff.

This position is pending control agency approval, and may be filled at the CEA 1, 2, or 3 level.

### MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

#### Either I

Must be a State civil service employee with permanent civil service status.

#### Or II

Must be a current or former employee of the Legislature for two or more consecutive years as defined in Government Code Section 18990.

#### Or III

Must be a non-elected exempt employee of the Executive Branch for two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code Section 18992.

## KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level 1.** Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

**CEA Levels 2 and 3.** Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Levels 4 and 5.** Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

## DESIRABLE QUALIFICATION(S)

Applications will be screened on the basis of knowledge, experience, and potential to meet the

following desirable qualifications:

1. Knowledge of the CHHS Agency, its departments and Board, including broad-based background of their administrative, program, fiscal, and legislative policies, services, operations, and procedures. 2. Knowledge of the Department of Social Services Children's Services programs, priorities, and issues. 3. Knowledge of and experience with working with an advisory board or other oversight entity. 4. Knowledge of and demonstrated effectiveness in developing, negotiating, and implementing social services initiatives and policies. 5. Knowledge of and experience in developing outcomes-based programs and services. 6. Direct managerial experience in operating a significant human service program at the state, county or not-for-profit level. 7. A clear and demonstrated understanding and knowledge of the legislative process and associated protocols. 8. An understanding of and ability to establish and maintain effective relationships, as well as fully represent the Agency's executive position, policy and perspectives to members of the State Legislature, their staff, the Legislative Analyst's Office, and other stakeholders engaged in the legislative process. 9. Demonstrated ability to work cooperatively and promote collaborative partnerships with all departments within the Agency, State and Federal control agencies, the Governor's Office, the Department of Finance, county agencies serving children and families involved with Child Welfare Services, and the Legislature. 10. Demonstrated knowledge of both state and federal funding procedures, including budget proposals (both augmentations and reductions). 11. Experience with and knowledge of policies and procedures relative to communication and coordination between the Agency and its departments, as well as among the Agency, all control agencies, and the Governor's Office.

## EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Assistant Secretary, Children's Services, Program and Fiscal Affairs**, with the **CALIFORNIA HEALTH AND HUMAN SERVICES AGENCY**. Applications will be retained for twelve months.

*The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.*

## FILING INSTRUCTIONS

### Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and/or desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than one page in length.
- Resumes do not take the place of the Statement of Qualifications.

**Applications must be submitted by the final filing date to:**

CALIFORNIA HEALTH AND HUMAN SERVICES AGENCY, Examination Unit, Administration  
Division  
744 P Street, MS 15-59, Room 1516, Sacramento, CA 95814

Lisa Hudson | (916) 657-3473 | [lisa.hudson@dss.ca.gov](mailto:lisa.hudson@dss.ca.gov)

**ADDITIONAL INFORMATION**

Examination questions may be directed to the above contact. Position questions may be directed to Lorna Fong at (916) 654-3454.

**SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA HEALTH AND HUMAN SERVICES AGENCY reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>